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# I Want to Make a *Payroll Tax Deposit* (DE 88) Payment

## Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to file a Payroll Tax Deposit (DE 88) in e-Services for Business. We will begin at the e-Services for Business home page.

The screenshot shows the e-Services for Business homepage of the State of California Employment Development Department. The page includes a header with the EDD logo and navigation links. A user profile is displayed with a 'My Profile' button. The 'MY ACCOUNTS' section contains a table with the following data:

| Account Type   | Account ID | Name           | Balance |
|----------------|------------|----------------|---------|
| Employment Tax | XXX-XXXX-X | SMALL BUSINESS | 0.00    |

A red box highlights the 'Employment Tax' link in the table, with a callout bubble saying "Select 'Employment Tax'". Below the table, there are instructions for employers and agent/employer representatives.

## Slide notes

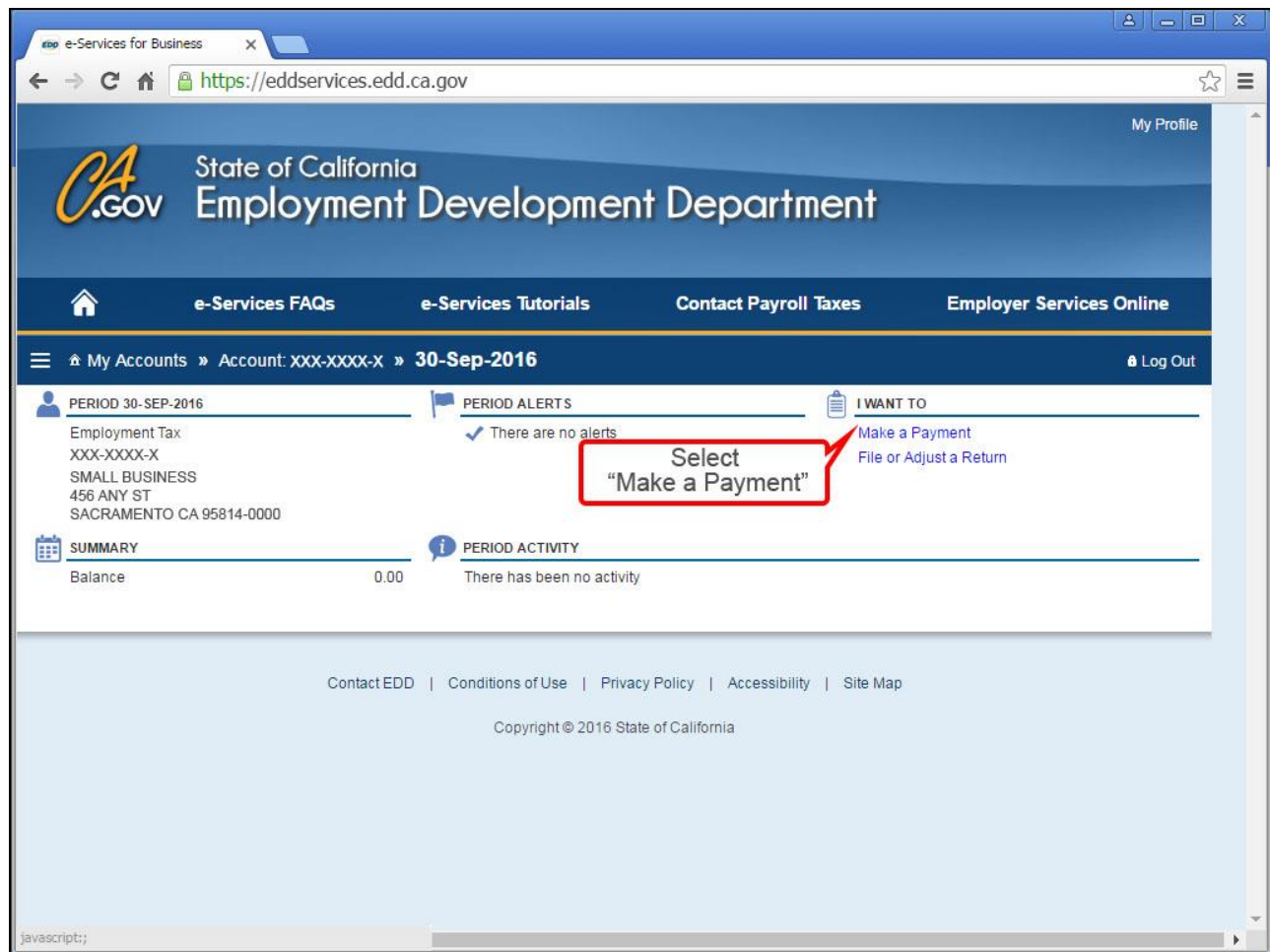
This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to file a Payroll Tax Deposit (DE 88).

The screenshot shows the EDD e-Services for Business portal. The header includes the CA.Gov logo and the text 'State of California Employment Development Department'. The navigation bar has links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The user is logged in as 'Account: XXX-XXXX-X' and has a 'Log Out' button. The main content area shows 'EMPLOYMENT TAX' information for 'XXX-XXXX-X' (SMALL BUSINESS, 456 ANY ST, SACRAMENTO CA 95814-0000). There are tabs for 'Settings', 'ACCOUNT ALERTS' (showing 'There are no alerts'), and 'I WANT TO' (with links like 'Make a Payment', 'View My Payments', 'Update Account', 'Close Account', 'Get My UI Rate'). Below this is a 'PERIODS' section with a table of payroll tax periods. A red box highlights the '30-Sep-2016' period, and a red arrow points to it with the text 'Select "30-Sep-2016"'. The table lists various periods from 2014 to 2016, including dates, amounts, and descriptions like 'Tax Return' and 'Wage Report'.

| PERIODS     | RECENT IT | PERIODS     | PERIODS   | PERIODS     | PERIODS |
|-------------|-----------|-------------|-----------|-------------|---------|
| 30-Sep-2016 | 0.00      |             |           |             |         |
| 30-Jun-2016 | 0.00      | 15-Jul-2016 | Processed | Tax Return  |         |
| 31-Mar-2016 | 0.00      | 15-Apr-2016 | Processed | Tax Return  |         |
| 31-Dec-2015 | 0.00      | 15-Jan-2016 | Processed | Wage Report |         |
| 30-Sep-2015 | -1.58     | 19-Oct-2015 | Processed | Wage Report |         |
| 30-Jun-2015 | 0.00      | 16-Jul-2015 | Processed | Tax Return  |         |
| 31-Mar-2015 | 0.00      | 24-Apr-2015 | Processed | Wage Report |         |
| 31-Dec-2014 | 0.00      | 20-Jan-2015 | Processed | Wage Report |         |
| 30-Sep-2014 | 0.00      | 17-Oct-2014 | Processed | Tax Return  |         |

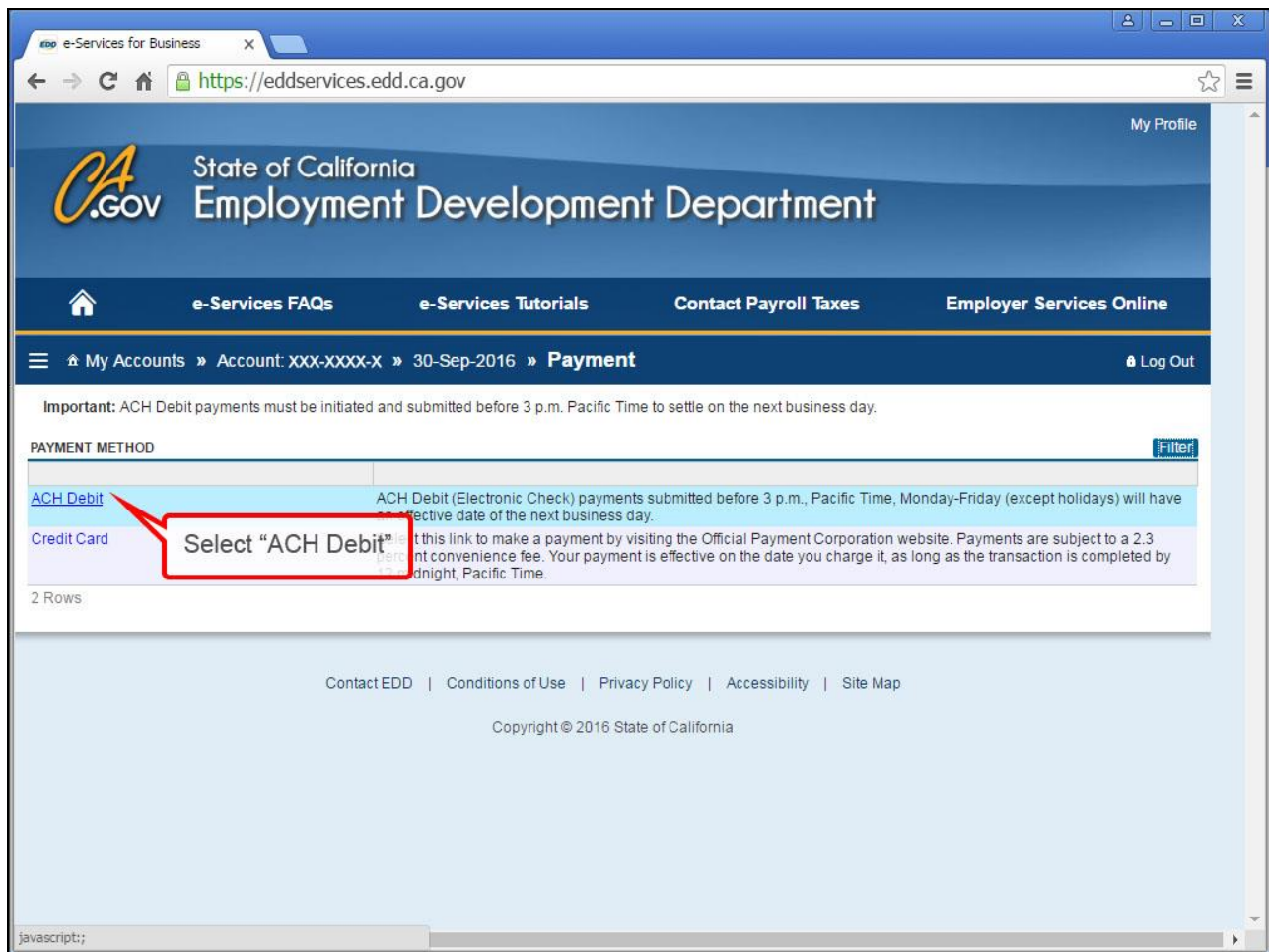
## Slide notes

This is the "Account" home page. Select the period for which you want to make a DE 88 payroll tax deposit. For this example, we will choose to file a deposit for the period of "30-Sep-2016."



## Slide notes

This page displays a breakdown of alerts and activity for the period 30-Sep-2016. Select “Make a Payment” from the “I WANT TO” menu.



## Slide notes

Select a payment method. The choices are "ACH Debit" or "Credit Card." For this example, we will choose "ACH Debit."

e-Services for Business

https://eddservices.edd.ca.gov

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X » 30-Sep-2016 » Payment » DE88 Payment Log Out

### Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

**PERIOD 30-SEP-2016**

Employment Tax  
XXX-XXXX-X  
SMALL BUSINESS  
456 ANY ST  
SACRAMENTO CA 95814-0000

**PAYMENT SOURCE**

Bank Account Type Required

Routing Number Required

Account Number Required

Confirm Account Number Required

Save this payment source for future use.

**PAYMENT**

Bank Debit Date  
21-Sep-2016

Amount Required

Confirm Amount Required

**SCHEDULE AND PAY DATE** **DEPOSIT AMOUNTS** **PLUS**

## Slide notes

If you don't already have a stored payment source, enter your banking information here.

If you don't already have a stored payment source, enter your banking information here. You have the option to save this payment source for this account by selecting the "Yes" tab under the statement, "Save this payment source for future use."

The "Bank Debit Date" is prepopulated, but can be changed up to 90 days in the future. Enter the payment amount, then confirm the amount.

**Make a DE88 Payment**

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

**PERIOD 30-SEP-2016**

Employment Tax  
XXX-XXXX-X  
SMALL BUSINESS  
456 ANY ST  
SACRAMENTO CA 95814-0000

**PAYMENT SOURCE**

Bank Account Type  
Checking

Routing Number  
041210448

Bank Name  
MIDDLEFIELD BANKING CO

Account Number  
123456

Confirm Account Number  
123456

**PAYMENT**

Bank Debit Date  
21-Sep-2016

Amount  
Required

Confirm Amount  
Required

Save this payment source for future use.  
No Yes

## Slide notes

You have the option to save this payment source for this account by selecting the “Yes” tab under the statement, “Save this payment source for future use.”

The “Bank Debit Date” is prepopulated, but can be changed up to 90 days in the future.



e-Services for Business X

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☰ [My Accounts](#) » [Account: XXX-XXXX-X](#) » [30-Sep-2016](#) » [Payment](#) » **DE88 Payment** [Log Out](#)

### Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

**Important:** ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

| PERIOD 30-SEP-2016   | PAYMENT SOURCE   | PAYMENT   |
|--|--|---|
| Employment Tax<br>XXX-XXXX-X<br>SMALL BUSINESS<br>456 ANY ST<br>SACRAMENTO CA 95814-0000 | Bank Account Type<br><input type="text" value="Checking"/>   | Bank Debit Date<br><input type="text" value="21-Sep-2016"/> |
|  | Routing Number<br><input type="text" value="041210448"/>   | Amount<br><input type="text"/>                              |
|  | Bank Name<br><input type="text" value="MIDDLEFIELD BANKING CO"/>   | Confirm Amount<br><input type="text"/>                      |
|  | Account Number<br><input type="text" value="123456"/>  |   |
|  | Confirm Account Number<br><input type="text" value="123456"/>  |   |
|  | Save this payment source for future use.<br><input type="button" value="No"/> <input type="button" value="Yes"/> |   |

## Slide notes

Enter the payment amount, then confirm the amount.



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https://eddservices.edd.ca.gov


Bank Name  
MIDDLEFIELD BANKING CO

Account Number  
123456

Confirm Account Number  
123456

Save this payment source for future use.

| SCHEDULE AND PAY DATE   | DEPOSIT AMOUNTS  | PLUS   |
|---|--|--|
| Deposit Schedule<br><div><div>Monthly</div><div>Next-Day</div><div>Quarterly</div><div>Semiweekly</div></div> | Unemployment Insurance<br>0.00<br>Employment Training Tax<br>0.00<br>State Disability Insurance<br>0.00<br>Personal Income Tax<br>0.00 | Penalty<br>0.00<br>Interest<br>0.00<br><br>Payment Total<br>0.00 |

 The "Payment Total" does not match the confirmed amount in the payment panel above.

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Select the "Deposit Schedule." For this example we will choose "Quarterly."

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Bank Name  
MIDDLEFIELD BANKING CO

Account Number  
123456

Confirm Account Number  
123456

Save this payment source for future use.

| SCHEDULE AND PAY DATE  | DEPOSIT AMOUNTS   | PLUS  |
|--|---|---|
| Deposit Schedule<br><input type="button" value="Quarterly"/>   | Unemployment Insurance<br><input type="text" value="0.00"/>     | Penalty<br><input type="text" value="0.00"/>              |
| Pay Date<br><input type="button" value="Required"/>            | Employment Training Tax<br><input type="text" value="0.00"/>    | Interest<br><input type="text" value="0.00"/>             |
| The date selected must be between 01-Jul-2016 and 30-Sep-2016. | State Disability Insurance<br><input type="text" value="0.00"/> |   |
|  | Personal Income Tax<br><input type="text" value="0.00"/>        |   |
|  |   | <b>Payment Total</b><br><input type="text" value="0.00"/> |

The "Payment Total" does not match the confirmed amount in the payment panel above.

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## Slide notes

Select the correct "Pay Date."

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Bank Name  
MIDDLEFIELD BANKING CO

Account Number  
123456

Confirm Account Number  
123456

Save this payment source for future use.

| SCHEDULE AND PAY DATE         | DEPOSIT AMOUNTS                    | PLUS                         |
|-------------------------------|------------------------------------|------------------------------|
| Deposit Schedule<br>Quarterly | Unemployment Insurance<br>0.00     | Penalty<br>0.00              |
| Pay Date<br>01-Sep-2016       | Employment Training Tax<br>0.00    | Interest<br>0.00             |
|                               | State Disability Insurance<br>0.00 |                              |
|                               | Personal Income Tax<br>0.00        |                              |
|                               |                                    | <b>Payment Total</b><br>0.00 |

 The "Payment Total" does not match the confirmed amount in the payment panel above.

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## Slide notes

Be sure your "Deposit Amount Total" matches the "Payment Total."

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Routing Number: 041210448

Bank Name: MIDDLEFIELD BANKING CO

Account Number: 123456

Confirm Account Number: 123456

Confirm Amount: 100.00

Save this payment source for future use.

No Yes

**SCHEDULE AND PAY DATE**

Deposit Schedule: Quarterly

Pay Date: 01-Sep-2016

**DEPOSIT AMOUNTS**

|                            |        |
|----------------------------|--------|
| Unemployment Insurance     | 100.00 |
| Employment Training Tax    | 0.00   |
| State Disability Insurance | 0.00   |
| Personal Income Tax        | 0.00   |

**PLUS**

|          |      |
|----------|------|
| Penalty  | 0.00 |
| Interest | 0.00 |

**Payment Total**: 100.00

Select "Submit"

Submit Cancel

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## Slide notes

Verify that the "Deposit Amount Total" matches the "Payment Total." Select "Submit" when you have entered all of the information.

e-Services for Business

https://eddservices.edd.ca.gov

Routing Number: 041210448

Bank Name: MIDDLEFIELD BANKING CO

Account Number: 123456

Confirm Account Number: 123456

Confirm Amount: 100.00

Save this payment channel for future use: No Yes

SCHEDULE AND PAY DATE

Deposit Schedule: Quarterly

Pay Date: 01-Sep-2016

Personal Income Tax: 0.00

Payment Total: 100.00

Submit Cancel

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I hereby authorize the Employment Development Department to debit my bank account in the amount of **\$100.00**.

Selecting **OK** will act as your electronic signature.

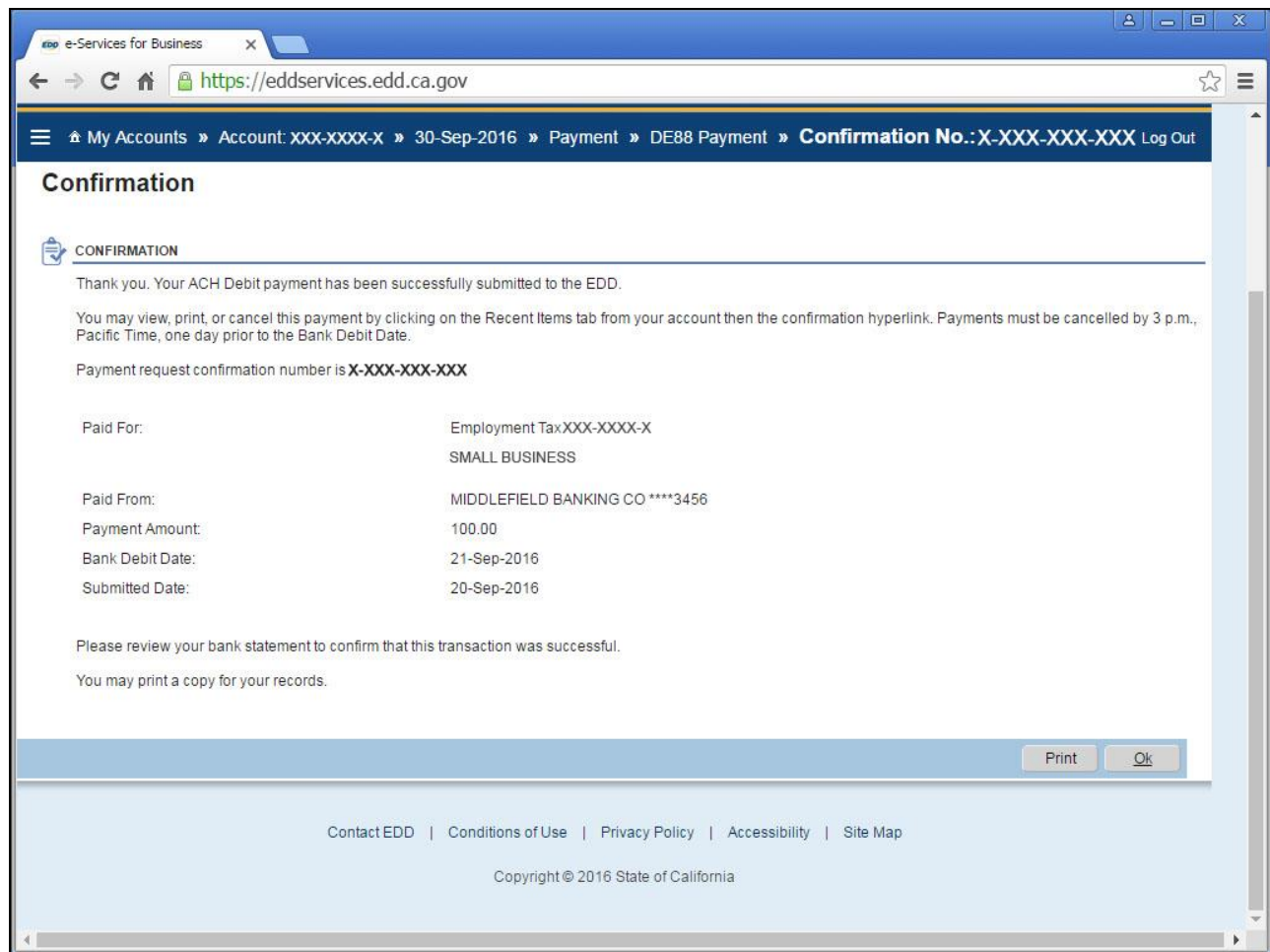
OK Cancel

Select "OK"

## Slide notes

This is your approval and authorization for the Employment Development Department to debit your bank account for the amount of the payment total you chose.

For this example the authorized payment amount is \$100. Selecting "OK" will act as your electronic signature.



## Slide notes

This is the confirmation page telling you that your payment has been submitted. Select "OK" to return to the "Account" home page.

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Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file a Payroll Tax Deposit (DE 88).

Be sure to view our other tutorials demonstrating how to file a tax return and wage report, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.